

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: **Staff Information Systems Analyst Specialist**
Salary: \$5065 - \$6466
- Also consider - Associate Information Systems Analyst Specialist
Salary: \$4619 - \$5897
Permanent, Full Time

Location: Department of Veterans Affairs
Information Services Division
1227 O Street
Sacramento, CA 95814

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under general direction of the Senior Information Systems Analyst Supervisor, this position located at CDVA Headquarters in Sacramento, is a Veterans Home Information System (VHIS) support analyst responsible for researching, analyzing, writing and processing IT justification documents for management and control agency requests, as well as facilitating, documenting, and tracking VHIS system administration changes. The incumbent will participate as a team member in the development of projects plans, proposals and enterprise-wide technology methodologies and standards. Additional functional areas of responsibility are to assist Subject Matter Experts (SME's) for specific modules, assist with customer support and apply system administration changes. The incumbent is expected to develop a true proficiency with respect to the department's complex and mission critical Veterans Home Information System (VHIS) and have a thorough understanding of information technology concepts, practices, methods and principles.

Duties performed will include, but are not limited to:

- Proficient analysis of data, business requirements and situations
- Research, analysis, preparation and processing of IT justification documents for CDVA management and control agency requests, including BudgetChange Proposals, Feasibility Study Reports, and Special Project Reports
- Identification, monitoring, resolution and documentation of problems with VHIS hardware, software and processes
- Development of project plans, proposals and enterprise-wide technology methodologies and standards

Desirable Qualifications:

- Excellent communication skills, both verbal and written
- Ability to write comprehensive, complex reports
- Knowledge of IT policies and procedural requirements from the Department of Finance, including State Administrative Manual (SAM), Budget Letters (BL) and State Information Management Manual (SIMM)
- Ability to reason logically, draw valid conclusions, apply creative thinking and develop effective solutions
- Ability to work independently given administrative direction with assignments of broadly defined missions or functions
- Must be able to work effectively and cooperatively both independently and in a team-oriented environment

This position may require some travel to the various Veterans Homes.

Applications will be evaluated based on eligibility and desirable qualifications, and only the most qualified will be scheduled for an interview.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Margaret Williams **Ref: M80#156-08/09**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 156-08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO576-020-1587-001 RELEASED: 1.05.09